

RALPH BELL ELEMENTARY PARENT ADVISORY COUNCIL CONSTITUTION AND BY-LAWS

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Constitution

Section 1: Terms

Parents - in respect of a student or a child registered under section 13 of the School Act,

1. The guardian of the person of the student or child,
2. The person legally entitled to custody of the student or child,
3. The person who usually has the care and control of the student or child

Parent Advisory Council (PAC) - The Parents' Advisory Council for Ralph Bell Elementary School

Council - The Parents' Advisory Council for Ralph Bell Elementary School

SD73 - School District No. 73 Kamloops Thompson

District - School District No. 73 Kamloops Thompson

DPAC - District Parent Advisory Council, which is the umbrella group of Parent Advisory Councils formed in each local school

Officers - Those members of PAC on the executive committee

AGM - Annual General Meeting, to be held in spring each year

Section 2: Name

The name of this council shall be the "Parents' Advisory Council for Ralph Bell Elementary School in School District 73" (Kamloops/Thompson).

The council will operate as a non-profit with no personal financial benefit.

This council is organized in accordance with the rules and regulations required by the British Columbia Ministry of Education as outlined in the School Act and policies of the Board of School Trustees or School District No. 73(Kamloops/Thompson).

Section 3: Purposes of PAC

The objectives of the Parents' Advisory Council shall be:

Education:

- To promote the educational welfare of children and youth.
- To assist parents in their role as educators.
- To foster cooperation between parents and teachers in the training and guidance of children and youth.

Advisory:

- To obtain the best for each child according to his/her physical, mental, social and spiritual needs.
- To give parents an understanding of the school and work, and to assist in interpreting the school in all its aspects to the public.
- To confer and cooperate with organizations other than schools which concern themselves with the care, protection, and training of children and youth (i.e. DPAC, training organizations).
- To provide a collective voice for parents to consult and inform the principal regarding any aspect of school operations.

Section 4: Policies

The policies of this Council shall be in harmony with the philosophy, goals of education and policies established by the School, the Ministry of Education, and the Board of School Trustees.

Section 5: Dissolution

If this Council desires to disband, the executive shall provide written notice of intent to disband to the Principal and the Superintendent's office. The Superintendent will advise the Board. Notice of the intent to disband shall also be published in the school newsletter or notice to the parents/guardians. Within sixty days the Council may withdraw its "intention to disband" by notifying the Principal, Superintendent's office and parents. The Council and its affairs will be dissolved if the notice of "intent to disband" is not withdrawn within sixty days.

The books of a dissolved council shall be left with the school principal. Funds of the disbanded council shall be expended for school use. The Principal of the school will be the signing officer of the dissolved council.

All gaming funds and assets purchased with gaming funds are subject to the Terms and Conditions for Charitable Gaming and Access to Gaming Revenue. Upon winding up or dissolution of the Society, the assets which remain after payment of all cost, charges, and expenses which are properly incurred in the winding up shall be distributed to the school, or such charitable organizations in British Columbia having similar charitable purpose. This provision shall be unalterable.

Bylaws

Section 6: Membership

Membership in this PAC

1. The voting membership in this Council is open to parents or guardians of students attending the school.
2. Interested Individuals not described above will be non-voting members.

Membership in other organizations:

1. This Council may cooperate with other community groups to develop coordinated programs based on common interests concerned with the welfare of children and youth; provided that this council retains its own identity and program, and is bound only by the commitments which it shall specifically endorse.

Section 7: Meetings

Meetings

1. There shall be an AGM held in the spring for the purpose of electing officers for the following school year
2. Council meeting dates shall be set by the council at the preceding months meeting. Notice of council meeting dates will be provided in the school newsletter or by special

notice sent to all parents/guardians with sufficient time to allow interested individuals to have topics included on the meeting agenda.

3. There shall be no fewer than four council meetings during the school year.

Quorum

1. A quorum for council meetings, provided that sufficient public notice was given about the meeting, shall be those present.

Voting

Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1).

1. In the case of a tie vote, the motion is defeated
2. Members must vote personally on all matters; voting by proxy is not permitted
3. Voting shall be done by a show of hands or by secret ballot when requested by a voting member.
4. Votes must be conducted before any new expenditures are approved

Section 8: Council Officers

The executive officers of the council shall be:

- Chairperson (May be shared as two positions)
- Vice-Chairperson
- Secretary
- Social Media Coordinator
- Treasurer (May be shared as two positions)
- Executive member on the District Parents Advisory Council
- The Principal (or designate) shall be a non-voting member of the executive committee
- Past-Chairperson

At least one member will be designated as a contact person.

No two members of the same household will serve on the executive. As members of the executive hold signing authority, this is necessary to maintain fiscal transparency.

The executive committee may decide, by majority vote of the committee, to add directors, with general or specific duties to the executive committee, and with general or specific time limits.

Section 9: Election of Officers

The chairperson, or in the absence of a chairperson, the principal, shall call an AGM for the purpose of electing officers. The officers shall be elected from the voting members at the AGM. Election of officers shall be by majority of members present. If more than one person is running for an executive position, voting will be conducted by secret ballot.

Nominations for executive positions must be received one month prior to the AGM. This will ensure effective communication to the parent membership of who is up for election.

Section 10: Term of Office

1. The term of office shall commence immediately following the election at the AGM.
2. The term of office for all members of the Parent Advisory Council (PAC) shall be for a period of one (1) year, beginning immediately following the election at the AGM and ending at the conclusion of the academic year. The term may be renewed for a maximum of two additional consecutive terms, for a total maximum service period of three (3) years.
3. In the event that a position cannot be filled at the conclusion of a member's term, the individual may be asked to continue serving beyond the three-year limit until a suitable replacement can be found.
4. Should an executive member's child leave the school during their tenure, or the executive is unable to complete their term, there will be an election at the next scheduled Parents' Advisory Council meeting to replace the executive member until the AGM.

Section 11: Duties of Officers

1. The chairperson shall:
 - a. Convene and preside at all executive committee and general council meetings
 - b. Be a member, ex-officio, of all committees established by the Council
 - c. May be a shared position
 - d. At least one shall be a signing officer
2. The vice-chairperson shall
 - a. Preside at meetings in the absence of the chairperson
 - b. Be a signing officer
3. The Secretary shall
 - a. Keep minutes of all meetings of the executive committee and council meetings
 - b. Distribute past minutes to attendees of that meeting for approval
 - c. Safely keep the records of the council
 - d. May be a signing officer
4. The Treasurer shall
 - a. Receive, collect, and deposit all funds in an account administered by the Parents' Advisory council
 - b. Maintain an accurate record of all expenditures of the Council
 - c. Give a report of all receipts and expenditures at the AGM
 - d. Make books available for viewing by members upon request
 - e. May be a shared position
 - f. At least one shall be a signing officer
5. The Executive Member on the District Parents Advisory Council shall
 - a. Represent the executive of the Parents Advisory Council at District Parents Advisory Council meetings, and shall report back to the PAC at its next meeting.
 - b. May be a shared position
6. The Past Chairperson shall
 - a. Provide continuity from previous year's activities

Section 12: Code of Ethics

A Parent who accepts a position as a PAC executive Member:

1. Upholds the constitution and bylaws, policies and procedures of the electing body
2. Performs his/her duties with honesty and integrity
3. Works to ensure that the well being of students is the primary focus of all decisions
4. Respects the rights of all individuals
5. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns
6. Works to ensure those issues are resolved through due process
7. Strives to be informed and only passes on information that is reliable
8. Respects all confidential information
9. Supports public education

Section 13: District Parents Advisory Council

The District Parents Advisory Council is an advisory body. The major responsibility is to advise the school board on any matter relating to education in the school district. Legislation allows for each school to elect one member to the District Parents Advisory Council, but the SD 73 DPAC allows for two members from each school. The election for the DPAC representatives will be in May of the previous school year.

Section 14: Donation of Equipment to the School

When the Parents' Advisory Council makes a donation of equipment to the school it becomes the property of the school district and the use of that equipment is determined by the principal and staff in consultation with the Council.

Section 15: Rules of Order

The chairperson shall use the most efficient means of holding an orderly and productive meeting. The rules contained in Robert's Rules of Order, or a similar system, may be used to govern all matters of procedure not covered by these by-laws.

Section 16: Amendments

These bylaws may be amended at any regular meeting of the Council by a two-thirds vote of the members present, provided that the proposed amendment was made public to all members via school website, social media, email or in person at least 2 weeks prior to being voted on.

Any amendments or additions to the by-laws shall be consistent with the goals and aims of education as stated by the Board of School Trustees or the Ministry of Education.

Section 17: Removal of an Executive Officer

1. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his/her term of office and elect a successor to complete the term
2. Written notice specifying the intention to make a motion to remove the executive member shall be given to the members not less than 60 days before the meeting

Section 18: Property in Documents

All documents, records, minutes, correspondence or other papers kept by a member, executive member or committee member in connection with the organization shall be deemed to be property of the organization and shall be turned over to the chairperson when the member, executive member, or committee member ceases to perform the task to which the papers relate.